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Resource Development Coordinator – VISTA Member

Interested in cutting-edge community development and mission-driven finance?

Do you desire to be a member of a mission-based organization that makes valuable contributions to the communities we serve? Do you enjoy working as a part of a committed and dynamic team? If so, we have a year-long opportunity for you!

We have partnered with AmeriCorps VISTA (**V**olunteers in **S**ervice to **A**merica) to offer a one year opportunity for you to bring your passion and perseverance where you can have an impact. You will be living and working alongside community members to advance local solutions.

What you'll do

As a Resource Development Coordinator VISTA, you will work closely with the External Affairs team to facilitate a comprehensive resource development & investor relations strategy. Your efforts will directly garner the resources and capital we need to fulfill our mission. Working with our External Affairs team, you will:

- Assist in identifying the most effective and functional investor/donor database and investor relations/contact management system.
- Assist in improving in-house administrative & management systems & processes associated with resource development & investor relations.
- Work closely with EA team to coordinate major initiatives / proposals, including large-scale grant and investment proposals, program applications, organizational certifications and ratings processes, and additional funder requests.
- Collaborate with NJCC staff and external stakeholders to help develop and improve programs and initiatives to best respond to community needs and conditions.
- Support NJCC's grant and investor workflow to improve reporting and compliance processes.
- Provide key support to establishing methods for raising capital from alternative sources, such as socially-responsible investors, mutual and pension funds and religious investors.
- Assist the CEO, the EA team and other members of the organization in planning and marketing of events and stakeholder outreach sessions.
- Help the team meet application and publishing deadlines, and lending key support to each line of business.
- Work closely with the communications team to integrate marketing & development activities.

While you will work within the External Affairs team, your work will cross all of NJCC's lines of business. You will play a critical role in building NJCC's overall resource development infrastructure. The byproducts & impact of your work as a member of this invaluable VISTA team will live well beyond your time here with NJCC. Your work will contribute to NJCC to significantly expanding its role as one of New Jersey's most strategic investors and thought leaders in community development.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Have a passion for community service and a strong customer service attitude.
- Have completed some college level coursework in Communications, Urban Policy or Planning, Sociology, Economic Development, or related courses.
- Have the ability to write and/or edit clear, well-structured and persuasive proposals, correspondence, and reports.
- Be team-orientated with the ability to work both independently and collaboratively.
- Have experience with fundraising, communications/marketing, or project coordination.
- Have good interpersonal communications skills; Spanish is a plus.

What else you'll need to know

At our core, New Jersey Community Capital (NJCC) is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment. At NJCC, we are always looking for great people to join our team. Our fellowship program accepts applicants on a rolling basis and targets current undergraduate or graduate students.

We are all about taking a comprehensive approach to transforming New Jersey's underserved communities. NJCC specializes in providing flexible, hands-on financing to nonprofits and other mission-driven entities, empowering them to grow and thrive. We provide an array of services to our borrowers, including financial training and portfolio management.

Each year, NJCC and its affiliates provide millions of dollars in capital and substantial technical assistance to support the revitalization of communities across the state. These efforts provide quality housing, early care, education, and employment to thousands of low-income people. NJCC has also emerged as a national leader in developing creative strategies to reverse the distress created by the foreclosure crisis, implementing large-scale programs to acquire and redevelop vacant homes, modify nonperforming mortgages, and infusing flexible capital into collaborative community-level efforts to stabilize blighted neighborhoods.

NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Check us out at www.newjerseycommunitycapital.org

Compensation

AmeriCorps VISTA provides a living allowance to cover the cost of food, housing, and other basic necessities during your service. Amounts are low because you are expected to live at approximately the same economic level as the people you are serving. The annual living allowance stipend for this position, based in New Brunswick, is \$18,177, paid bi-weekly. (Federal income tax deductions are withheld from the living allowance. No state, county, or city tax deductions are withheld. However, you are responsible for paying those taxes, as appropriate.)

AmeriCorps provides options for health care benefits, child care benefits, and a relocation allowance. Additionally, each member is eligible for either an Education Award of \$5,920 or an \$1,800 cash stipend at the end of the full year of service.

To Apply

If this exciting opportunity appeals to you, please apply at the AmeriCorps VISTA site:

<https://my.americorps.gov/mp/listing/viewListing.do?id=80299&fromSearch=true>